

MARSHALL COUNTY PERSONNEL BOARD MEETING MINUTES

Monday, July 11, 2016

The regular monthly meeting of the Marshall County Personnel Board was held on Monday, July 11, 2016, in the Commission Chambers of the Marshall County Courthouse in Guntersville, Alabama. Board Chairman Jason Windsor called the meeting to order at 6:15 P.M.

Board member(s) present: Jason Windsor, Chairman
Ben Gamel, Vice Chairman
Randall Haney, Secretary
Don Mitchell, Board Member
Charles Whisenant, Board Member

Board member(s) absent: None

Also present were Personnel Board Attorney Jeffrey McLaughlin, Personnel Administrator Christy Kelley, and Personnel Assistant Tammy Pike Smith

I. CALL TO ORDER

Chairman Jason Windsor called the meeting to order at 6:15 P.M. Chairman Windsor asked everyone to stand for prayer and the Pledge of Allegiance.

II. INVOCATION

The invocation was offered by Chairman Jason Windsor.

III. PLEDGE OF ALLEGIANCE

Board Member Charles Whisenant led the Pledge of Allegiance.

IV. APPROVAL OF AGENDA

Chairman Jason Windsor asked for corrections or additions to the agenda. Board Member Charles Whisenant made the motion to approve the agenda. Vice Chairman Ben Gamel seconded the motion. The motion was carried by voice vote with no "nay" votes being cast.

V. APPROVAL OF MINUTES

Chairman Windsor asked for a motion to approve the minutes of the Personnel Board Meeting held on Monday, June 13, 2016. Board Member Don Mitchell made the motion to approve the minutes of the Personnel Board meeting. Board Member Charles Whisenant seconded the motion. The motion was carried by voice vote with no "nay" votes being cast.

VI. PUBLIC COMMENTS

Chairman Jason Windsor recognized Jim Harris, Real Property Appraiser.

VII. OLD BUSINESS

None

VIII. NEW BUSINESS

District #1 – Consider request from Commissioner Bill Stricklend to change a vacant Equipment Operator I position to Equipment Operator II position.

Chairman Windsor asked for a motion to approve the request from Commissioner Bill Stricklend to change a vacant Equipment Operator I (Grade 8) position to an Equipment Operator II (Grade 11) position. Board Member Charles Whisenant made the motion to approve the request. Board Member Don Mitchell seconded the motion. The motion was carried by voice vote with no “nay” vote being cast.

Revenue – Consider the approval of request from Revenue Commissioner Michael Johnson to revise the Personal Property job descriptions to report to the Assessment & Collections Administrator (Job Code 319 – 322).

Chairman Windsor asked for a motion to approve the request from Revenue Commissioner Michael Johnson to revise the Personal Property job descriptions to report to the Assessment & Collections Administrator (Job Code 319 – 322). Secretary Randall Haney made the motion to approve the request. Vice Chairman Ben Gamel seconded the motion. The motion was carried by voice vote with no “nay” vote being cast. Board Member Charles Whisenant abstained.

Personnel Board – Consider approval of Personnel Board Budget for FY 2016 - 2017.

Chairman Windsor asked for a motion to approve Personnel Board Budget for FY 2016 - 2017. Vice Chairman Ben Gamel made the motion to approve the request. Secretary Randall Haney seconded the motion. The motion was carried by voice vote with no “nay” vote being cast.

IX. LEGAL UPDATE

None

X. STAFF REPORT

Personnel Administrator Christy Kelley reported the following personnel actions for the period of June 8, 2016 to July 8, 2016.

There were two (2) new hires:

1 – Administrative Assistant
1 - Corrections Officer

District #4
Jail

There were two (2) terminations:

1 – Building Cleaner/Maintenance
1 – Appraiser I – Personal Property

Maintenance - EMA (Resigned)
Mapping & Appraisal (Resigned)

There were no leaves of absence to report for this time period.

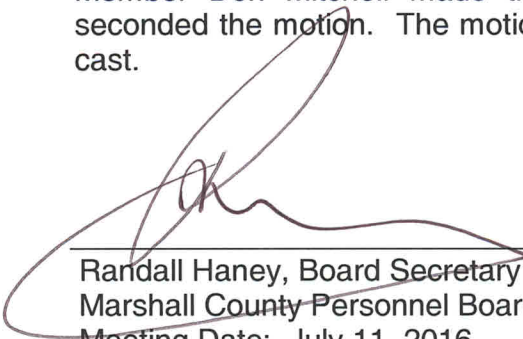
There was one promotion. An employee was promoted from a Support Clerk - Sheriff to a Court Clerk - Sheriff.

Invitations were sent to two employees.

Note: Employee Newsletters were distributed to all employees.

XI. ADJOURNMENT

Chairman Windsor asked for a motion to adjourn the Personnel Board meeting. Board Member Don Mitchell made the motion to adjourn. Vice Chairman Ben Gamel seconded the motion. The motion was carried by voice vote with no “nay” votes being cast.



Randall Haney, Board Secretary
Marshall County Personnel Board
Meeting Date: July 11, 2016

9-12-16

Date